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ABSTRACT

The initial phase of a project to design a policy and procedures manual for the internal use of the Community College of Denver (CCD) resulted in the development of a taxonomy with a numeric codification scheme for all facets of CCD operations to organize this manual. Three factors were considered in establishing broad classifications to cover every aspect of the role and mission, functions and responsibilities of the college: (1) classifications must represent commonly acceptable, functional categories; (2) classifications must reflect the general organizational structure of the college; and (3) separate categories must be assigned to areas where numerous rules, regulations, and administrative procedures exist. Based on these considerations, the following nine broad categories were established: community relations, the Denver Area Council, administration, business services, student services, personnel, instruction, special services, and capital construction. For each of the broad categories and the five subcategories within each, the taxonomy, classification codes, and samples of the types of policy and procedural guidelines suitable for each category are presented. (MB)

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Community College of Denver

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Taxonomy and Numeric Codification for Policy and Procedures Manual

JC 780 487

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Introduction

Background

In response to the request of the President's Staff at its October 23, 1972 meeting, the Division of Institutional Research initiated the development of a plan by which the Community College of Denver can assemble, for its internal use, a policy and procedures manual.

The first step taken by the Division staff in developing the plan was to explore the possibility of importing such ideas from other institutions of higher education and public school districts. Even though policy manuals, faculty handbooks, and manuals for administrative procedures have been compiled by other institutions, school districts, and national agencies, none of those examined seemed to have categories of classification or structures that could readily be adapted for use by Community College of Denver. Consequently, the Division of Institutional Research has developed a classification scheme (taxonomy) for all facets of CCD operations.

The President's Staff approved the preliminary draft of the taxonomy and requested various units within the College to review it and suggest improvements. Subsequently, a number of suggestions for improvements were forwarded to the Division of Institutional Research; hence, this final draft of the proposed classifications and numeric codifications.

Even though the taxonomy herewith proposed is a final draft, the classification system has been so designed that further changes and modifications can readily be made as necessary.

Acknowledgment

The Division of Institutional Research is appreciative of the generous contributions of numerous individuals who have given time and ideas toward the improvement of this project. Without their help, this project would not have been possible.

Definitions

A. Policy and Procedures

To precisely define the terms "policy" and "procedure" is difficult. It is fully recognized that the line of demarcation is fuzzy; that between the two lies a gray area. However, the following paragraphs are presented in an attempt to clarify the terms as they relate to guidelines for the development of the "Policy and Procedures Manual" that is being assembled for the use of Community College of Denver.

For the purposes of this Manual, CCD policies will be approved by the Denver Area Council; CCD procedures will be approved by the President's Staff; campus procedures will be adopted locally.

What are Policies?

1. CCD policies are general statements of principles which form the basic framework for the operation of Community College of of Denver. They define limits within which judgment and discretion may be exercised.

2. CCD policies that have been approved by The Denver Area Council chart a course of action for the President.

3. They serve as guidelines for use of the President in his delegation of responsibilities to other staff members.

What are Procedures?

1. Procedures are the detailed directions for the execution of policy.

2. They are blueprints which provide for the how, who, when, and where of implementing policy.

Included in the Manual are collegewide procedures and campus procedures. Within the constraints of collegewide policies and procedures, each campus may develop campus procedures to further define courses of action.

B. Cross Reference

"Cross Reference" is provided to show source or sources of the policy or procedural statement shown on the page or to refer the reader to related subject matter.

Establishment of Broad Categories

Three factors were considered in establishing broad classifications to cover every aspect of the role and mission, functions and responsibilities of the College. These three considerations were: (1) classifications must represent commonly acceptable, functional categories, (2) classifications must reflect the general organizational structure of the College, and (3) separate categories must be assigned to areas where numerous rules, regulations, and administrative procedures exist.

Based on the above considerations, the following nine broad categories were established:

I. Community Relations: This broad category includes the goals and objectives of community relations; communication with the public; participation by the public in College activities; public activities involving staff, students, or College facilities; relations between government agencies and the College; relations with area, regional, and national agencies; relations with institutions, joint boards, etc.

II. The Denver Area Council: Included in this category are the following functions and activities: goals and objectives of The Denver Area Council, organization of the Council, its meetings, policy development, records, and ethics.

III. Administration: This category includes the goals and objectives of administration, roles and organizational structures of administrative units, etc.

IV. Business Services: Some of the major areas included in this broad category are: goals and objectives, accounting systems and procedures, budget services, purchasing and receiving, plant maintenance and operation, support services, investments, debt service, and auxiliary enterprises.

V. Student Services: This general category includes goals and objectives, and activities involved in the functions of admissions and records, counseling, financial aid to students, student activities, student employment and follow-up of graduates, student health services, rights and responsibilities of students, and discipline.

VI. Personnel: Included in this category are goals and objectives of personnel administration and programs relating to the employment of professional personnel, State of Colorado classified personnel, hourly wage personnel and student employees, and to equal opportunity employment.

VII. Instruction: This category includes goals and objectives of instructional programs and activities, program development, course development, faculty assignments, schedules, instructional resources, academic standards and evaluation systems, instruction-related extra-curricular activities, and other instruction-related functions and activites.

VIII. Special Services: Included in this category are the goals, objectives, and functions of program development and special program administration that are funded through non-State sources.

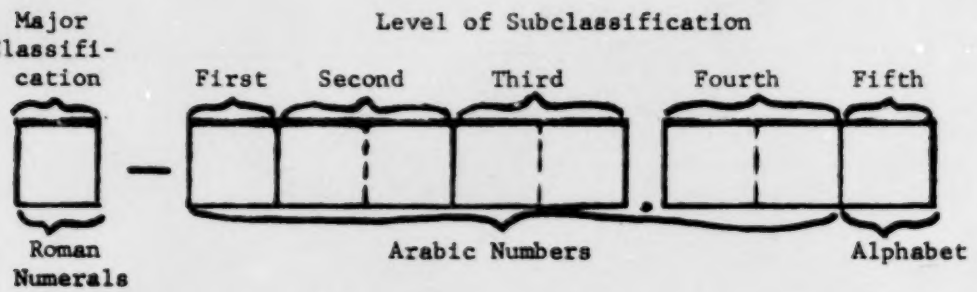
IX. Capital Construction: This category includes all functional areas related to planning, site selection, project administration, and other capital construction activities.

Certain items are repeated in several sections for the purpose of cross reference and ease in locating. In other words, these major categories are not necessariy mutually exclusive and distinct.

Numeric Codification System

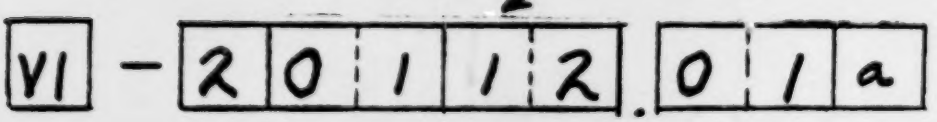
A numbering system has been devised to accommodate nine major classifications plus five levels of subclassification within each. The nine broad classifications of functional areas are: Community Relations, The Denver Area Council, Administration, Business Services, Student Services, Personnel, Instruction, Special Services, and Capital Construction.

The digital position for each major classification and the various levels of subclassification are designated in the following illustrations.



An example to illustrate how code numbers are assigned to each level within the outline is the numeric code for a PERSONNEL item on "resignation," coded "VI-20112.01a," in the following manner:

PERSONNEL	VI-00000.
. . .	
II. Professional Positions	VI-20000.
A. Permanent personnel--instructional teaching faculty)	VI-20100.
. . .	
12. Separation	VI-20112.
a. Voluntary	VI-20112.01
(1) Resignation	VI-20112.01a



Project Schedule for the Entire Project

Phase One: Planning and Development of Taxonomy

Presentation of this report represents the conclusion of the Phase One effort toward completion of this project. At this point, responsibility for furthering the project will be transferred from the Division of Institutional Research to a central coordination unit, who will receive the approved final draft of policy and procedure statements from appropriate units at the College.

Phase Two: Planning and Development of Policy and Procedure Statements

This phase consists of developing statements of policy, rules, regulations, and procedures, and will undoubtedly be the most time-consuming phase of the entire project. The central coordination unit will assign the nine major categories to coordinators who will be responsible for the collection, development, and coordination of approved policy and procedural statements. The development of policy and procedural statements requires review and approval by various committees and units at the College. The coordintors shall follow the established procedures to involve appropriate persons in developing the drafts and secure necessary approvals from the appropriate units at the College. All statements are to be received by the Denver Area Council or the President's Staff, where they will be subject to approval on first reading and second reading.

The approval group (DAC or President's Staff) will forward approved statements to the central coordination unit, where they will be edited for publication. Printed manuals will be distributed to various CCD units.

PART II
THE TAXONOMY

Community Relations

COMMUNITY RELATIONS	I-00000.	Policy	CCD Procedure	Campus Procedure
I. Goals and Objectives	I-10000.	____	____	____
II. Communication with the Public	I-20000.	____	____	____
A. Public Information	I-20100.	____	____	____
1. Distribution of printed materials	I-20101.	____	____	____
a. Catalogs	I-20101.01	____	____	____
b. Brochures	I-20101.02	____	____	____
c. Posters	I-20101.03	____	____	____
d. Directories	I-20101.04	____	____	____
e. Films, slides, tapes, etc.	I-20101.05	____	____	____
2. The Denver Area Council meetings	I-20102.	____	____	____
3. School meetings	I-20103.	____	____	____
4. Use of students	I-20104.	____	____	____
5. Responsibilities of college personnel	I-20105.	____	____	____
6. Responsibilities of The Denver Area Council	I-20106.	____	____	____
7. Responsibilities of advisory committees	I-20107.	____	____	____
8. News media	I-20108.	____	____	____
9. College speakers' bureau	I-20109.	____	____	____
III. Participation by the Public	I-30000.	____	____	____
A. Citizens advisory committees	I-30100.	____	____	____
1. Types	I-30101.	____	____	____
2. Organization and dissolution	I-30102.	____	____	____
3. Prospective members and appointments	I-30103.	____	____	____
4. Composition	I-30104.	____	____	____
5. Communication	I-30105.	____	____	____
6. Liaison personnel	I-30106.	____	____	____
7. Resources	I-30107.	____	____	____
B. Citizens' assistant to college	I-30200.	____	____	____
1. Purposes	I-30201.	____	____	____
2. Qualifications of assistants	I-30202.	____	____	____
3. Authority of college personnel	I-30203.	____	____	____
C. Visits to the College	I-30300.	____	____	____
1. By officials of other schools	I-30301.	____	____	____
2. Tours of campus	I-30302.	____	____	____
IV. Public Activities Involving Staff, Students, or College Facilities	I-40000.	____	____	____
A. Relations between public and college personnel	I-40100.	____	____	____
1. Participation in community life	I-40101.	____	____	____
a. Speaking or public appearances	I-40101.01	____	____	____
b. Memberships in fraternal organizations	I-40101.02	____	____	____
2. Complaints concerning college personnel	I-40102.	____	____	____
3. Gifts to college personnel	I-40103.	____	____	____
4. Soliciting funds from college personnel	I-40104.	____	____	____

Community Relations

		Policy	CCD Procedure	Campus Procedure
B. Relations between public and students	I-40200.			
1. Public performances by students	I-40201.			
2. Contests for students	I-40202.			
3. Gifts to students	I-40203.			
4. Student speakers	I-40204.			
5. Soliciting funds from student personnel	I-40205.			
6. Solicitation of funds by student personnel	I-40206.			
C. Official Functions	I-40300.			
1. Graduations	I-40301.			
2. Ground breakings	I-40302.			
3. Dedications of buildings and other facilities	I-40303.			
4. Public open house	I-40304.			
D. Use of College facilities	I-40400.			
1. Eligible organizations	I-40401.			
2. Facilities available	I-40402.			
3. Use for private profit	I-40403.			
4. Application and approval	I-40404.			
5. Hours and fees	I-40405.			
6. Supervision by college personnel	I-40406.			
7. Gratuities for college personnel	I-40407.			
V. Relations Between Government Agencies and the College	I-50000.			
A. Local units (city and county agencies)	I-50100.			
1. Mayor's office, city council, police department, fire department, health department, welfare department, and other city offices	I-50101.			
2. School districts	I-50102.			
3. County commissions and officials	I-50103.			
B. State Government	I-50200.			
1. State Board for Community Colleges and Occupational Education	I-50201.			
2. Colorado Commission on Higher Education	I-50202.			
3. Executive Budget Office	I-50203.			
4. Department of Administration	I-50204.			
5. Division of Public Works	I-50205.			
6. State Purchasing Agent	I-50206.			
7. State Auditor's Office	I-50207.			
8. State Department of Education	I-50208.			
9. State Department of Personnel	I-50209.			
10. Office of State Controller	I-50210.			
11. Colorado General Assembly	I-50211.			
C. U. S. Government	I-50300.			

Community Relations

		Policy	CCD Procedure	Campus Procedure
VI. Relations with Area, Regional, and National Agencies	I-60000.	___	___	___
1. Local Chambers of Commerce	I-60101.	___	___	___
2. Professional and trade union organizations	I-60102.	___	___	___
3. Colorado Association of Community Junior Colleges (CACJC)	I-60103.	___	___	___
B. National organizations and offices	I-60200.	___	___	___
1. American Association of Community Junior Colleges (AACJC)	I-60201.	___	___	___
2. Foundations	I-60202.	___	___	___
3. Western Interstate Commission on Higher Education (WICHE)	I-60203.	___	___	___
4. North Central Accreditation Association	I-60204.	___	___	___
VII. Relations with Institutions and Joint Boards	I-70000.	___	___	___
A. Auraria Higher Education Board	I-70100.	___	___	___
B. Denver Regional Computer Center	I-70200.	___	___	___
C. Other institutions of higher education	I-70300.	___	___	___

IV. Public Activities Involving Staff, Students, or College Facilities
C. Official Functions
1. Graduations

Code Number
I-40301.

a. The procedure for campus graduations may vary. The Dean of Student Services will select a person or committee to make arrangements.

b. The Spring graduation will be the responsibility of a committee composed of four (4) persons--one person from each campus appointed by the Vice President, and a person from Central Administration appointed by the President. The representative from each campus shall make decisions based on input from fellow workers.

Illustration

Cross Reference:

Approved by:
Date of Approval:

Community Relations

Policies, Rules & Regulations [X]
Procedures [ ]

IV. Public Activities Involving Staff, Students, or College facilities
C. Official Functions
1. Graduations

Code Number
I-40301.

a. Summer, Fall, and Winter graduation ceremonies will be campus events. The responsibility for all arrangements will be at the discretion of each campus.

b. The Spring graduation ceremony will be an all-college event. The ceremony will be held at 7:30 p.m. on Friday of the last week of classes in June. A committee composed of a representative from each campus and Central Administration will make arrangements.

Illustration

Cross Reference:

Approved by:
Date of Approval:

Denver Area Council

THE DENVER AREA COUNCIL	II-00000.	Policy	CCD Procedure	Campus Procedure
I. Goals and Objectives	II-10000.	___	___	___
A. Statutory basis	II-10100.	___	___	___
1. House Bill No. 1448	II-10101.	___	___	___
2. House Bill No. 1449	II-10102.	___	___	___
B. Philosophy	II-10200.	___	___	___
C. Mission and role (including objectives)	II-10300.	___	___	___
II. Organization of DAC	II-20000.	___	___	___
A. Membership	II-20100.	___	___	___
1. Appointments	II-20101.	___	___	___
a. Method and criteria	II-20101.01	___	___	___
2. Major functions of Council	II-20102.	___	___	___
a. Personnel	II-20102.01	___	___	___
b. Curriculum	II-20102.02	___	___	___
c. Financial	II-20102.03	___	___	___
d. Plant	II-20102.04	___	___	___
e. Public relations	II-20102.05	___	___	___
f. Students	II-20102.06	___	___	___
g. General	II-20102.07	___	___	___
3. DAC Election	II-20103.	___	___	___
a. Term	II-20103.01	___	___	___
b. Removal	II-20103.02	___	___	___
4. Officers' duties	II-20104.	___	___	___
a. Chairman	II-20104.01	___	___	___
b. Vice Chairman	II-20104.02	___	___	___
c. Secretary	II-20104.03	___	___	___
5. Reimbursement	II-20105.	___	___	___
a. Travel	II-20105.01	___	___	___
6. Legal counsel	II-20106.	___	___	___
B. DAC Committees	II-20200.	___	___	___
1. Standing committees	II-20201.	___	___	___
2. Temporary committees	II-20202.	___	___	___
3. Committees of the whole	II-20203.	___	___	___
C. By-laws	II-20300.	___	___	___
D. Organizational structure	II-20400.	___	___	___
1. Administrative functions	II-20401.	___	___	___
2. DAC relationships	II-20402.	___	___	___
III. Meetings	II-30000.	___	___	___
A. Types of meetings	II-30100.	___	___	___
1. Annual	II-30101.	___	___	___
2. Regular	II-30102.	___	___	___
a. Frequency	II-30102.01	___	___	___
b. Order of business	II-30102.02	___	___	___
c. Open meeting	II-30102.03	___	___	___
3. Special	II-30103.	___	___	___
a. Authority to call	II-30103.01	___	___	___

		Policy	CCD Procedure	Campus Procedure
VI. Ethics	II-60000.	___	___	___
A. College contracts	II-60100.	___	___	___
VII. Relations with Institutions of Higher Education State, National, and Regional Agencies, and Organizations	II-70000.	___	___	___

Administration

		Policy	CCD Procedure	Campus Procedure
ADMINISTRATION	III-00000.			
I. Goals and Objectives	III-10000.	___	___	___
II. Central Administration -- Position Descriptions (Position descriptions are available in the Personnel Office or other appropriate divisions at the College.)	III-20000.	___	___	___
III. Campus Administration -- Position Descriptions (Position descriptions are available in the Personnel Office or other appropriate divisions at the College.)	III-30000.	___	___	___
IV. Temporary and Part-time Administrative and Supervisory Positions	III-40000.	___	___	___
A. Consultants	III-40100.	___	___	___
B. Temporary and/or part-time appointees	III-40200.	___	___	___
C. Internships	III-40300.	___	___	___
V. Administrative Operations	III-50000.	___	___	___
A. Organization chart	III-50100.	___	___	___
B. Role of Central Administration	III-50200.	___	___	___
C. Role of Campus Administration	III-50300.	___	___	___
D. Lines of responsibility	III-50400.	___	___	___
E. Councils, cabinets, and committees	III-50500.	___	___	___
1. Advisory councils and committees on instructional programs	III-50501.	___	___	___
2. College-wide councils, cabinets, and committees	III-50502.	___	___	___
a. Memberships	III-50502.01	___	___	___
b. Functions	III-50502.02	___	___	___
3. Campus councils, cabinets, and committees	III-50503.	___	___	___
a. Memberships	III-50503.01	___	___	___
b. Functions	III-50503.02	___	___	___
F. Administration leeway in absence of State and Denver Area Council policies	III-50600.	___	___	___
G. Review of administration decisions	III-50700.	___	___	___
H. Administrative communications	III-50800.	___	___	___
I. Filing systems and records management	III-50900.	___	___	___
1. Archives	III-50901.	___	___	___
2. Filing systems	III-50902.	___	___	___
3. Form management	III-50903.	___	___	___
4. Open records law	III-50904.	___	___	___
J. Management Information Systems	III-51000.	___	___	___
1. Recurring reports	III-51001.	___	___	___
2. Special reports	III-51002.	___	___	___
3. Reporting by college to the State Board	III-51003.	___	___	___
4. Reporting by college to the Colorado Commission on Higher Education	III-51004.	___	___	___

		Policy	CCD Procedure	Campus Procedure
5. Reporting by college to other State agencies	III-51005.	___	___	___
6. Reporting by college to out-of-State agencies	III-51006.	___	___	___
7. Publications	III-51007.	___	___	___
VI. Community Services	III-60000.	___	___	___
VII. Other	III-70000.	___	___	___
A. Bulletin board	III-70100.	___	___	___
B. Publications and printing	III-70200.	___	___	___

V. Administrative Operations
I. Filing systems and records management
4. Open records law

Code Number
III-50904.

a. Public Records includes all writings kept for use in the exercise of functions required or authorized by law or administrative ruling or involving the receipt or expenditure of public funds.

b. All Public Records are open for inspection by any person except as provided below or otherwise provided by law although custodian may take reasonable rules and regulations with respect to such inspection to prevent unnecessary interference with discharge of his duties.

Public inspection is not allowed in the following circumstances:

(1) Right to inspection is contrary to state statute, federal statute or federal regulation having the force of law.

(2) Inspection is prohibited by Colorado Supreme Court rules or other court order.

(3) Inspection of the following types of records will be denied based on being contrary to the public interest.

(a) Records of investigations conducted for law enforcement purposes.

(b) Test questions, examination data, etc., pertaining to examinations except that a person in interest may obtain examination data under Civil Service exams.

(c) Details of research projects conducted by state institutions.

(d) Real estate appraisals made for state or other political subdivisions.

(4) Other records not subject to public inspection are:

(a) Medical, psychological, sociological and scholastic achievement data on individual persons.

(b) Personnel files, except applications and performance ratings.

Illustration

Cross Reference:

Approved by:
Date of Approval:

(c) Letters of reference.

(d) Trade secrets, privileged information, confidential commercial, financial, geological, or geophysical data furnished by or obtained from any person.

(e) Library and museum materials where contributor wants it held confidential.

(f) Addresses and telephone numbers of K-12 students.

Illustration

Business Services

BUSINESS SERVICES	IV-00000.	Policy	CCD Procedure	Campus Procedure
I. Goals and Objectives	IV-10000.			
A. Accounting	IV-10100.	____	____	____
B. Budget	IV-10200.	____	____	____
C. Purchasing	IV-10300.	____	____	____
D. Physical Plant	IV-10400.	____	____	____
E. Personnel	IV-10500.	____	____	____
F. Auxiliary enterprises	IV-10600.	____	____	____
II. Accounting Systems and Procedures	IV-20000.			
A. Appropriations	IV-20100.	____	____	____
1. General appropriations	IV-20101.	____	____	____
2. Sponsored programs	IV-20102.	____	____	____
3. Reappropriations	IV-20103.	____	____	____
4. Capital construction	IV-20104.	____	____	____
5. Other	IV-20105.	____	____	____
B. Receipts	IV-20200.	____	____	____
1. General appropriations	IV-20201.	____	____	____
2. Sponsored programs	IV-20202.	____	____	____
3. Reappropriations	IV-20203.	____	____	____
4. Capital construction	IV-20204.	____	____	____
5. Other	IV-20205.	____	____	____
C. Disbursements	IV-20300.	____	____	____
1. General appropriations	IV-20301.	____	____	____
2. Sponsored programs	IV-20302.	____	____	____
3. Reappropriations	IV-20303.	____	____	____
4. Capital construction	IV-20304.	____	____	____
5. Leasing	IV-20305.	____	____	____
a. Contract control	IV-20305.01	____	____	____
6. Travel	IV-20306.	____	____	____
D. Accounts Receivable	IV-20400.	____	____	____
1. General appropriations	IV-20401.	____	____	____
2. Sponsored programs	IV-20402.	____	____	____
3. Reappropriations	IV-20403.	____	____	____
4. Capital construction	IV-20404.	____	____	____
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(2) Teaching faculty-professional	IV-20501.01b	____	____	____
(3) Civil Service	IV-20501.01c	____	____	____
b. Part-time (temporary) personnel	IV-20501.02	____	____	____
(1) Administrative professional	IV-20501.02a	____	____	____
(2) Teaching faculty-professional	IV-20501.02b	____	____	____
(3) Civil Service	IV-20501.02c	____	____	____
(4) Hourly	IV-20501.02d	____	____	____
(5) Student	IV-20501.02e	____	____	____

		Policy	CCD Procedure	Campus Procedure
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(2) Teaching faculty-professional	IV-20502.01b			
(3) Civil Service	IV-20502.01c			
b. Part-time (temporary) personnel	IV-20502.02			
(1) Administrative-professional	IV-20502.02a			
(2) Teaching faculty-professional	IV-20502.02b			
(3) Civil Service	IV-20502.02c			
(4) Hourly	IV-20502.02d			
(5) Student	IV-20502.02e			
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(1) Administrative-professional	IV-20503.01a			
(2) Teaching faculty-professional	IV-20503.01b			
(3) Civil Service	IV-20503.01c			
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(1) Administrative-professional	IV-20503.02a			
(2) Teaching faculty-professional	IV-20503.02b			
(3) Civil Service	IV-20503.02c			
(4) Hourly	IV-20503.02d			
(5) Student	IV-20503.02e			
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(2) Teaching faculty-professional	IV-20504.01b			
(3) Civil Service	IV-20504.01c			
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(1) Administrative-professional	IV-20504.02a			
(2) Teaching faculty-professional	IV-20504.02b			
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Student Services

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Student Services

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		Policy	CCD Procedure	Campus Procedure
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		Policy	CCD Procedure	Campus Procedure
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(1) Resignation	VI-20411.01a	___	___	___
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2. Publication of articles	VI-20502.	___	___	___
3. Travel	VI-20503.	___	___	___
a. In-State	VI-20503.01	___	___	___
b. Out-of-State	VI-20503.02	___	___	___
4. Outside consulting and employment	VI-20504.	___	___	___
5. Staff-community relations	VI-20505.	___	___	___
a. Political activities	VI-20505.01	___	___	___
b. Participation in public affairs	VI-20505.02	___	___	___
(1) Holding office(s)	VI-20505.02a	___	___	___
(2) Public appearances	VI-20505.02b	___	___	___
6. Soliciting and selling	VI-20506.	___	___	___
7. Orientation	VI-20507.	___	___	___
a. General orientation	VI-20507.01	___	___	___
b. In-service training	VI-20507.02	___	___	___
8. Patent rights and copy rights	VI-20508.	___	___	___
F. Compensation and related benefits	VI-20600.	___	___	___
1. Salary rates	VI-20601.	___	___	___
a. Initial salary placement plan	VI-20601.01	___	___	___
b. 12-month rates	VI-20601.02	___	___	___
c. Academic year rates	VI-20601.03	___	___	___
d. Summer rates	VI-20601.04	___	___	___
e. Increments	VI-20601.05	___	___	___
(1) Annual	VI-20601.05a	___	___	___
(2) Incentive for completion of one advanced degree	VI-20601.05b	___	___	___
(3) Extra effort	VI-20601.05c	___	___	___
(4) Merit pay plan	VI-20601.05d	___	___	___
2. Extra pay for extra assignments	VI-20602.	___	___	___
3. Salary deductions	VI-20603.	___	___	___
4. Insurance	VI-20604.	___	___	___
a. Health	VI-20604.01	___	___	___
b. Life	VI-20604.02	___	___	___
c. Disability	VI-20604.03	___	___	___
d. Unemployment	VI-20604.04	___	___	___
e. Workmen compensation	VI-20604.05	___	___	___
f. Travel	VI-20604.06	___	___	___
g. Liability	VI-20604.07	___	___	___
h. Other	VI-20604.08	___	___	___

		Policy	CCD Procedure	Campus Procedure
5. Absences, leaves, and vacations	VI-20605.			
a. Sick leave	VI-20605.01			
b. Annual leave	VI-20605.02			
c. Sabbatical leave	VI-20605.03			
d. Educational leave	VI-20605.04			
e. Emergency leave	VI-20605.05			
f. Legal leave	VI-20605.06			
(1) Jury duty	VI-20605.06a			
(2) Expert witness	VI-20605.06b			
g. Professional leave	VI-20605.07			
h. Maternity leave	VI-20605.08			
i. Military leave	VI-20605.09			
(1) Reserve duty	VI-20605.09a			
(2) Active duty	VI-20605.09b			
j. Religious leave	VI-20605.10			
k. Bereavement leave	VI-20605.11			
l. Family illness leave	VI-20605.12			
m. Hardship leave	VI-20605.13			
n. Holidays	VI-20605.14			
o. Injury leave	VI-20605.15			
p. Absence without approval	VI-20605.16			
6. Retirement compensation	VI-20606.			
a. Public Employee Retirement Association (PERA)	VI-20606.01			
b. Other	VI-20606.02			
7. Gifts by staff	VI-20607.			
8. Tax-sheltered annuities	VI-20608.			
G. General	VI-20700.			
1. Complaints and grievances	VI-20701.			
2. Staff-student relations	VI-20702.			
3. Conflicts of interest	VI-20703.			
4. Staff-community relations	VI-20704.			
5. Loyalty Oath	VI-20705.			
6. Academic freedom and responsibilities	VI-20706.			
7. Personnel records	VI-20707.			
a. Types/forms	VI-20707.01			
b. Public use	VI-20707.02			
c. Disposition	VI-20707.03			
8. Released time	VI-20708.			
9. Arrangements for substitutes	VI-20709.			
III. Paraprofessional Positions	VI-30000.			
A. Permanent personnel	VI-30100.			
B. Temporary and part-time personnel	VI-30200.			

Personnel

		Policy	CCD Procedure	Campus Procedure
IV.	State of Colorado Classified Personnel	VI-40000.		
A.	Definition of system	VI-40100.	____	____	____
B.	Classification of positions	VI-40200.	____	____	____
C.	Compensation	VI-40300.	____	____	____
1.	Regular hours	VI-40301.	____	____	____
2.	Overtime	VI-40302.	____	____	____
3.	Outstanding performance	VI-40303.	____	____	____
4.	"Less than satisfactory" performance	VI-40304.	____	____	____
D.	Employee Selection	VI-40400.	____	____	____
E.	Leaves and holidays	VI-40500.	____	____	____
1.	Sick leave	VI-40501.	____	____	____
2.	Annual leave	VI-40502.	____	____	____
3.	Sabbatical leave	VI-40503.	____	____	____
4.	Educational leave	VI-40504.	____	____	____
5.	Emergency leave	VI-40505.	____	____	____
6.	Legal leave	VI-40506.	____	____	____
a.	Jury duty	VI-40506.01	____	____	____
b.	Expert witness	VI-40506.02	____	____	____
7.	Maternity leave	VI-40507.	____	____	____
8.	Military leave	VI-40508.	____	____	____
a.	Reserve duty	VI-40508.01	____	____	____
b.	Active duty	VI-40508.02	____	____	____
9.	Religious leave	VI-40509.	____	____	____
10.	Bereavement leave	VI-40510.	____	____	____
11.	Family illness leave	VI-40511.	____	____	____
12.	Hardship leave	VI-40512.	____	____	____
13.	Holidays	VI-40513.	____	____	____
14.	Injury leave	VI-40514.	____	____	____
15.	Absence without approval	VI-40515.	____	____	____
F.	Performance evaluations	VI-40600.	____	____	____
G.	Corrective and disciplinary actions	VI-40700.	____	____	____
H.	Appeals, hearings, and grievances	VI-40800.	____	____	____
I.	Separation from service	VI-40900.	____	____	____
1.	Voluntary	VI-40901.	____	____	____
a.	Resignation	VI-40901.01	____	____	____
b.	Retirement	VI-40901.02	____	____	____
c.	Disability	VI-40901.03	____	____	____
2.	Involuntary	VI-40902.	____	____	____
a.	Reduction in force	VI-40902.01	____	____	____
b.	Retirement	VI-40902.02	____	____	____
c.	Disability	VI-40902.03	____	____	____
d.	Dismissal	VI-40902.04	____	____	____
J.	Benefits	VI-41000.	____	____	____

Personnel

		Policy	CCD Procedure	Campus Procedure
I. Insurance	VI-41001.	___	___	___
a. Health	VI-41001.01	___	___	___
b. Life	VI-41001.02	___	___	___
c. Workman compensation	VI-41001.03	___	___	___
d. Unemployment	VI-41001.04	___	___	___
e. Travel	VI-41001.05	___	___	___
f. Liability	VI-41001.06	___	___	___
2. Tax-sheltered annuities	VI-41002.	___	___	___
3. Educational leave opportunities	VI-41003.	___	___	___
a. At CCD	VI-41003.01	___	___	___
b. At other agency or institution	VI-41003.02	___	___	___
4. Injury leave	VI-41004.	___	___	___
5. Retirement (PERA)	VI-41005.	___	___	___
K. Associations and Unions	VI-41100.	___	___	___
V. Hourly Wage Personnel	VI-50000.			
A. Definition	VI-50100.	___	___	___
B. Salary rates	VI-50200.	___	___	___
C. Classification	VI-50300.	___	___	___
D. Benefits	VI-50400.	___	___	___
1. Workman compensation	VI-50401.	___	___	___
2. Unemployment insurance	VI-50402.	___	___	___
VI. Student Employees	VI-60000.			
A. Definition	VI-60100.	___	___	___
B. Salary rates	VI-60200.	___	___	___
C. Classification	VI-60300.	___	___	___
D. Benefits	VI-60400.	___	___	___
1. Workman compensation	VI-60401.	___	___	___
2. Unemployment insurance	VI-60402.	___	___	___
VII. Equal Opportunity Employment	VI-70000.	___	___	___
A. Affirmative action program	VI-70100.	___	___	___
B. Recruitment	VI-70200.	___	___	___
C. Record keeping and reports	VI-70300.	___	___	___
D. EOE officer	VI-70400.	___	___	___
E. Reporting of grievance and complaints	VI-70500.	___	___	___

		Policy	CCD Procedure	Campus Procedure
INSTRUCTION	VII-00000.			
I. Goals and Objectives	VII-10000.	___	___	___
A. Population to be served	VII-10100.	___	___	___
B. Personal needs	VII-10200.	___	___	___
C. Community needs	VII-10300.	___	___	___
D. State needs	VII-10400.	___	___	___
E. Special needs	VII-10500.	___	___	___
II. Program Development, Revision, and Deletion	VII-20000.	___	___	___
A. Definition of program	VII-20100.	___	___	___
B. Initiation of new program proposals	VII-20200.	___	___	___
C. Initiation of program changes	VII-20300.	___	___	___
1. Review of program change proposals	VII-20301.	___	___	___
D. Program committees, councils, etc.	VII-20400.	___	___	___
E. Program coordination	VII-20500.	___	___	___
F. Program evaluation	VII-20600.	___	___	___
1. Criteria	VII-20601.	___	___	___
2. Procedures	VII-20602.	___	___	___
3. Frequency	VII-20603.	___	___	___
4. Assignments and responsibilities	VII-20604.	___	___	___
G. Degree and certificate requirements	VII-20700.	___	___	___
H. Program reporting	VII-20800.	___	___	___
III. Course Development, Revision, and Deletion	VII-30000.	___	___	___
A. Definition of course	VII-30100.	___	___	___
B. Initiation of new courses	VII-30200.	___	___	___
C. Initiation of course changes	VII-30300.	___	___	___
1. Review of proposal for new, changed, or deleted courses	VII-30301.	___	___	___
D. Course committees, councils, etc.	VII-30400.	___	___	___
E. Course evaluation	VII-30500.	___	___	___
1. Criteria	VII-30501.	___	___	___
2. Procedures	VII-30502.	___	___	___
3. Frequency	VII-30503.	___	___	___
4. Assignments and responsibilities	VII-30504.	___	___	___
F. Reporting	VII-30600.	___	___	___
IV. Faculty Assignments	VII-40000.	___	___	___
A. Teaching loads	VII-40100.	___	___	___
B. Class sizes	VII-40200.	___	___	___
C. Special assignments	VII-40300.	___	___	___
D. Off-campus teaching	VII-40400.	___	___	___
E. Student advising	VII-40500.	___	___	___
F. Material development (educational)	VII-40600.	___	___	___

		Policy	CCD Procedure	Campus Procedure
G. Community outreach instruction	VII-40700.	___	___	___
H. Welfare	VII-40800.	___	___	___
I. Faculty council	VII-40900.	___	___	___
J. Faculty office hours	VII-41000.	___	___	___
K. Graduation exercises (faculty participation)	VII-41100.	___	___	___
L. Overload	VII-41200.	___	___	___
M. Night classes	VII-41300.	___	___	___
N. Registration	VII-41400.	___	___	___
O. Release time	VII-41500.	___	___	___
P. Tutoring	VII-41600.	___	___	___
V. Schedules	VII-50000.			
A. School calendar	VII-50100.	___	___	___
B. Schedule of classes	VII-50200.	___	___	___
C. School hours (school day)	VII-50300.	___	___	___
D. Catalog	VII-50400.	___	___	___
E. Graduation exercises	VII-50500.	___	___	___
F. Cross-campus registration	VII-50600.	___	___	___
G. Course schedules	VII-50700.	___	___	___
H. Activity schedules	VII-50800.	___	___	___
VI. Instructional Resources	VII-60000.			
A. Equipment, books, and materials	VII-60100.	___	___	___
1. Textbooks and workbooks	VII-60101.	___	___	___
2. Equipment and supplies	VII-60102.	___	___	___
3. Supplementary materials	VII-60103.	___	___	___
4. Special equipment and materials such as musical, athletic, etc.	VII-60104.	___	___	___
5. Audio-visual materials	VII-60105.	___	___	___
6. Curriculum aids	VII-60106.	___	___	___
7. Teacher's aides	VII-60107.	___	___	___
8. Community resources	VII-60108.	___	___	___
9. Cable television	VII-60109.	___	___	___
10. Inservice education	VII-60110.	___	___	___
B. Learning materials center	VII-60200.	___	___	___
C. Instructional laboratory services	VII-60300.	___	___	___
VII. Academic Standards and Evaluation of Students	VII-70000.			
A. Standards -- definitions	VII-70100.	___	___	___
B. Grading systems	VII-70200.	___	___	___
C. Grievance procedures	VII-70300.	___	___	___
D. Accreditation	VII-70400.	___	___	___
1. Committees	VII-70401.	___	___	___
2. Self-study and analysis	VII-70402.	___	___	___
3. Completion of accreditation	VII-70403.	___	___	___

		Policy	CCD Procedure	Campus Procedure
VIII. Instruction Related Extra-curricular Activities	VII-80000.			
A. Athletics, music, art, and other activities	VII-80100.			
B. Clubs	VII-80200.			
C. Public performances and exhibitions	VII-80300.			
D. Publications	VII-80400.			
E. Special service programs	VII-80500.			
IX. Miscellaneous				
A. Information reporting	VII-90000.			
B. Inter-campus coordination	VII-90100.			
C. Field trips	VII-90200.			
	VII-90300.			

Special Services

SPECIAL SERVICES	VIII-00000.	Policy	CCD Procedure	Campus Procedure
I. Program Development	VIII-10000.	___	___	___
A. Goals and Objectives	VIII-10100.	___	___	___
a. Philosophy of special services program	VIII-10101.01	___	___	___
b. Need for special services	VIII-10101.02	___	___	___
B. Objectives of Program Development	VIII-10200.	___	___	___
1. Staff performance objectives	VIII-10201.	___	___	___
2. Fiscal consideration	VIII-10202.	___	___	___
C. Function of Special Program Development	VIII-10300.	___	___	___
1. Resource function	VIII-10301.	___	___	___
2. Watch dog function	VIII-10302.	___	___	___
3. Liaison function	VIII-10303.	___	___	___
4. Stimulation function	VIII-10304.	___	___	___
5. Others as assigned	VIII-10305.	___	___	___
D. Evaluation of Performance or Special Service Program Development	VIII-10400.	___	___	___
1. Number of special service programs	VIII-10401.	___	___	___
2. Applicability of special service programs	VIII-10402.	___	___	___
3. Dollar revenue of special service programs	VIII-10403.	___	___	___
4. Contribution of special service programs to the mission of the College	VIII-10404.	___	___	___
II. Special Program Administration	VIII-20000.	___	___	___
A. Goals and Objectives	VIII-20100.	___	___	___
B. Objectives of Special Program Administration	VIII-20200.	___	___	___
1. Management objectives	VIII-20201.	___	___	___
2. Behaviorial objectives	VIII-20202.	___	___	___
C. Program Budget and Accounting	VIII-20300.	___	___	___
1. Budget allocation	VIII-20301.	___	___	___
2. Budget procedures	VIII-20302.	___	___	___
3. Accounting	VIII-20303.	___	___	___
D. Project Reports and Evaluations	VIII-20400.	___	___	___
1. Financial	VIII-20401.	___	___	___
2. Progress	VIII-20402.	___	___	___
3. Status	VIII-20403.	___	___	___
4. Profile	VIII-20404.	___	___	___
E. Project Renewal and Refunding	VIII-20500.	___	___	___
F. Project Termination	VIII-20600.	___	___	___
G. Project Staff Personnel	VIII-20700.	___	___	___
1. Appointment and termination	VIII-20701.	___	___	___
a. Professional positions	VIII-20701.01	___	___	___
b. Clerical positions	VIII-20701.02	___	___	___
2. Remunerations, benefits, etc.	VIII-20702.	___	___	___
H. Funding Agencies	VIII-20800.	___	___	___

a. Billing for all projects will be accomplished by the Accounting Office, Central Administration.

Illustration

Cross Reference:

Approved by:
Date of Approval:

Special Services

Policies, Rules & Regulations [ ]
Procedures [x]

II. Special Program Administration
D. Project reports and evaluations
2. Progress

Code Number
VIII-20402.

a. Copies of all project reports are to be sent to the Manager of Special Programs, Central Administration.

Illustration

Cross Reference:

Approved by:
Date of Approval:

Special Services

Policies, Rules & Regulations [X]
Procedures [ ]

II. Special Program Administration
D. Project reports and evaluations
3. Status

Code Number
VIII-20403.

a. Projects are evaluated according to the objectives written in the approved project narrative.

Cross Reference: "MDTA Policy and Procedures Manual," Special Programs, Community College of Denver

Approved by:
Date of Approval:

Special Services

Policies, Rules & Regulations [X]
Procedures [ ]

Code Number
VIII-20701.01

II. Special Program Administration
G. Project staff personnel
1. Appointment and termination
a. Professional positions

(1) All special project professional personnel will be employees of the Community College of Denver

Cross Reference: "MDTA Policy and Procedures Manual," Special Programs, Community College of Denver

Approved by:
Date of Approval:

Capital Construction

CAPITAL CONSTRUCTION	IX-00000.	Policy	CCD Procedure	Campus Procedure
I. Goals and Objectives	IX-10000.	___	___	___
II. Planning	IX-20000.	___	___	___
A. Long-Range Planning	IX-20100.	___	___	___
1. College-wide master planning	IX-20101.	___	___	___
2. Campus master planning	IX-20102.	___	___	___
3. Long range planning involvement	IX-20103.	___	___	___
B. Project Planning	IX-20200.	___	___	___
1. Project Planning involvement	IX-20201.	___	___	___
2. Program planning (including educational specifications and course by course projections)	IX-20202.	___	___	___
a. CCHE requirements	IX-20202.01	___	___	___
b. Joint Budget Committee policy	IX-20202.02	___	___	___
3. Physical Planning	IX-20203.	___	___	___
4. Project Review	IX-20204.	___	___	___
a. Dept. of Public Works	IX-20204.01	___	___	___
b. DAC	IX-20204.02	___	___	___
c. SBCCOE	IX-20204.03	___	___	___
III. Site Selection	IX-30000.	___	___	___
A. The DAC policy	IX-30100.	___	___	___
B. SBCCOE policy	IX-30200.	___	___	___
C. Community involvement	IX-30300.	___	___	___
D. State government review	IX-30400.	___	___	___
E. Consultative services	IX-30500.	___	___	___
IV. Project Administration (including project completion and acceptance)	IX-40000.	___	___	___
A. Dept. of Public Works	IX-40100.	___	___	___
V. Financing	IX-50000.	___	___	___
A. State funding (appropriations)	IX-50100.	___	___	___
1. Fund request	IX-50101.	___	___	___
2. Appropriations	IX-50102.	___	___	___
B. Non-State funding	IX-50200.	___	___	___
1. College foundations	IX-50201.	___	___	___
2. Gifts to College	IX-50202.	___	___	___
3. Federal Grants	IX-50203.	___	___	___
VI. Physical Facilities	IX-60000.	___	___	___
A. Temporary Facilities	IX-60100.	___	___	___
1. Semi-permanent facilities	IX-60101.	___	___	___
2. Temporary arrangements (including emergency schoolhousing)	IX-60102.	___	___	___

Capital Construction

		Policy	CCD Procedure	Campus Procedure
B. Off-campus facilities	IX-60200.	____	____	____
C. Naming new facilities	IX-60300.	____	____	____
D. Permanent campus facilities	IX-60400.	____	____	____
1. Auraria Campus	IX-60401.	____	____	____
2. North Campus	IX-60402.	____	____	____
3. Red Rocks Campus	IX-60403.	____	____	____
4. Central Administration	IX-60404.	____	____	____
VII. Committees	IX-70000.	____	____	____
A. Campus Facility Committee	IX-70100.	____	____	____
VIII. Information Reporting	IX-80000.	____	____	____